



## Appendix D Plant Clearance

*Letter of Delegation (LOD) for NASA Contracts*

A. CONTRACT NUMBER

B. DELEGATION NUMBER

***Note: This document may be tailored to identify specific customer needs not included at the time of origin.***

### Plant Clearance - Customer Outcomes

*Outcome Objective:* Property Disposition

*Supporting Outcome:* Timely Disposition of Excess Property

*Outcome Metric:* Plant Clearance cases are resolved within 90 Days

*Performance Standard:* 75% of Plant Clearance cases are resolved within 90 Days

### Point of Contact (POC) Designated for This Function

NAME

TELEPHONE

Plant Clearance for NASA should be performed in accordance with FAR 45.6 and Department of Defense procedures, including entering all inventory schedules into PCARSS and notifying the NASA Industrial Property Officer and Property Disposal Officer. Additional instructions are outlined below:

1. Review inventory schedules for complete and accurate information. Assure that descriptive information is full and complete to enable NASA to determine whether the property could have further use, including preservation and display as a historical artifact. Descriptive information should include complete commercial descriptions and accurate condition codes. Items flown in space or on NASA research aircraft must be submitted on separate reports that indicate the flight/flights or programs in which the items were flown. Ground support equipment should indicate the flights or programs under which the items were used. Return inadequate schedules to the contractor for correction or completion.
2. On receipt of acceptable inventory schedules, dispose of excess contractor-held property (except special tooling, computer equipment and research property, precious metals and flown hardware) that (a) is under \$5000 per extended line item (\$1000 for furniture), or (b) is in condition 7, X, or S, without submitting inventory schedules to NASA for internal agency screening. Forward inventory schedules for all other excess NASA contractor-held property to the NASA installation Industrial Property Officer listed in the "point of contact" block above.
3. Ensure that excess special tooling, precious metals and flown hardware, regardless of condition or acquisition cost, are identified as such and reported to NASA for agency screening.
4. Ensure that computer equipment and other excess research property, regardless of acquisition cost, is reported to NASA for selection of schools or non-profit research institutions under the Stevenson-Wydler Act and/or Executive Order 12999.
5. Ensure the schedules distinguish between Government-furnished property and contractor-acquired property when submitted by nonprofit institutions of higher education or nonprofit organizations whose primary purpose is the conduct of scientific research.

6. NASA will notify the plant clearance officer of any NASA reutilization requirements by the close of the FAR Part 45.6 agency screening period. If NASA does not provide a reutilization requirement by the close of the agency screening period, continue the screening and disposition process in accordance with FAR Part 45.6. NASA reserves the right to request the withdrawal of items from screening at any time during the agency, federal and donation screening process. NASA requirements for NASA funded property supersede those of other agencies and donees.
7. Ensure all NASA tags and other identification as NASA property are removed or obliterated prior to disposition of property other than by return to NASA or reutilization on other NASA programs/contracts.  
  
Ensure that any proceeds of sale, clearly identifying the contractor and contract, are forwarded either to  
8. the NASA installation Deputy Chief Financial Officer (Finance) or are credited to the contract, as directed by the NASA contracting officer in accordance with FAR 45.6 and the Government property clause of the contract.
9. Upon completion of the plant clearance case, forward to the NASA Industrial Property Officer listed below, an SF 1424, "Inventory Disposal Report," or NASA approved equivalent.
10. Ensure that the contractor procedures accurately and completely record disposal transactions and report those transactions on the "Deletions" portion of the NASA Form 1018, "NASA Property in the Custody of Contractors," citing the method of disposition for all property removed from the contract accountability.

These delegation instructions may not be altered without prior approval of the Director, Logistics Management Division, Suite 4B60, NASA Headquarters.

**Additional Requirements:**